

Personnel Evaluation Reports

Academic Evaluation Reporting System

**Headquarters
Department of the Army
Washington, DC
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UNCLASSIFIED

SUMMARY of CHANGE

AR 623-1

Academic Evaluation Reporting System

Effective 30 April 1992

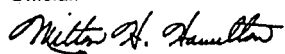
Personnel Evaluation Reports

Academic Evaluation Reporting System

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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History. This publication was originally printed on 14 October 1985. Since that time Changes 1 through 3 have been issued. As of 31 January 1992, those changes remain in effect. This UPDATE printing incorporates those changes into the text. This UPDATE printing also publishes a Change 4. The portions being revised by this change have not been highlighted. This publication has been reorganized to make it compatible with the Army publishing database. No content has been changed.

Summary. This regulation establishes the

policies and procedures for the Academic Evaluation Reporting System (AERS). It also provides instructions for preparing, processing and using DA Form 1059 (Service School Academic Evaluation Report), DA Form 1059-1, (Civilian Institution Academic Evaluation Report), and DA Form 1059-2, (Senior Service College Academic Evaluation Report).

Applicability. This regulation applies to all officer and enlisted personnel in the Active Army, Army National Guard (ARNG), and the U.S. Army Reserve (USAR). Those provisions that apply only to a particular component are so indicated. This publication is applicable during mobilization.

Proponent and exception authority. Not applicable.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior

approval from the Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSE, Alexandria, VA 22332-0442.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant of the Secretary to the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSE, Alexandria, VA 22332-0442.

Distribution. Distribution of this publication is made in accordance with the requirement of DA Form 12-09-E, block number 2569, intended for command levels A, B, C, D, and E for Active Army, the Army National Guard, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

General, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 1-4, page 1

Report forms • 1-5, page 1

Submission of academic reports • 1-6, page 1

Preparation of forms • 1-7, page 2

• 1-8, page 2

Obtaining additional copies of academic reports • 1-9, page 2

Enclosures to reports • 1-10, page 2

Restrictions • 1-11, page 3

Submission of an addendum • 1-12, page 3

Referred reports • 1-13, page 3

Commandant inquiry • 1-14, page 3

Academic report appeals • 1-15, page 3

Chapter 2

Service School/NCO Academy Academic Evaluation Reports, page 4

Section I

Active Duty Personnel, page 4

General • 2-1, page 4

Disposition of academic reports • 2-2, page 4

Section II

Reserve Component Personnel not on Active Duty, page 4

Service school resident courses • 2-3, page 4

USAR school, training division/brigade courses • 2-4, page 5

Special instructions for preparing DA Form 1059 for Reserve

Component personnel • 2-5, page 5

Comments on overall performance • 2-6, page 5

Disposition of reports • 2-7, page 5

Section III

Preparation of DA Form 1059, page 5

Detailed instructions for preparing DA Form 1059 • 2-8, page 5

Submission of DA Form 1059 for allied school attendance • 2-9, page 5

*This regulation supersedes AR 623-1, 1 February 1988.

Contents—Continued

Chapter 3

Civilian Educational, Medical or Industrial Institutions

Academic Reports, *page 8*

General • 3-1, *page 8*

Initiation of reports for Active Army personnel • 3-2, *page 8*

Initiation of reports for Army National Guard personnel • 3-3,
page 9

Disposition of full-time (on duty) reports • 3-4, *page 9*

Military personnel officer • 3-5, *page 9*

Detailed instructions for preparing DA Form 1059-1 • 3-6,
page 10

Chapter 4

Senior Service College Academic Evaluation Reports,

page 12

General • 4-1, *page 12*

Disposition of reports • 4-2, *page 12*

Detailed instructions for preparing DA Form 1059-2 • 4-3,
page 13

Appendixes

A. References, *page 18*

B. Preparation and Submission of Academic Evaluation Reports,
page 19

Table List

Table 1-1: Officer courses—by school, *page 2*

Table 3-1: Sponsoring agencies and addresses, *page 9*

Figure List

Figure 2-1: Sample DA Form 1059, *page 6*

Figure 3-1: Sample DA Form 1059-1, *page 11*

Figure 4-1: Sample DA Form 1059-2, *page 14*

Figure 4-1: Sample DA Form 1059-2—Continued, *page 15*

Glossary

Index

Chapter 1 General

1-1. Purpose

This regulation—

a. Prescribes the policies and procedures for preparing Academic Evaluation Reports (AER). These reports are prepared for soldiers who take part in resident and nonresident training at service schools, noncommissioned officer (NCO) academies, and civilian educational institutions.

b. This regulation applies to the academic evaluation of:

(1) All service personnel who attend Army schools and installation NCO academies, or who take part in nonresidential instruction, plus chaplain candidates who are in chaplain training status.

(2) Active Army and Army National Guard (ARNG) personnel attending civilian educational, medical, or industrial institutions.

(3) Army personnel attending schools sponsored by the other services

(4) ARNG and U.S. Army Reserve (USAR) personnel attending Army service schools and USAR schools.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Commandants will ensure that—

a. A copy of this regulation is available to the student and rating officials.

b. Each rating official is fully qualified to meet his or her responsibilities.

c. Reports are properly prepared.

d. Each rating official knows how the students he or she evaluates have performed.

e. Each student is provided a copy of his or her completed AER.

f. Referred reports (para 1-13) are provided to the student for acknowledgment and comment before being sent to Headquarters, Department of the Army (HQDA).

g. Completed reports arrive at HQDA not later than 60 calendar days after the “Thru” date of the report.

1-5. Report forms

The following AER forms are available through normal publication supply channels.

a. Use DA Form 1059 (Service School Academic Evaluation Report) to report the performance of students attending Army service schools, USAR schools, NCO academies, and schools sponsored by the other services, and chaplain candidates in inactive duty for training (IDT) status as well as formal school status.

b. Use DA Form 1059-1 (Civilian Institution Academic Evaluation Report) to report the performance of students attending courses at civilian educational, medical, or industrial institutions.

c. Use DA Form 1059-2 (Senior Service College Academic Evaluation Report) to report the performance of students attending senior service college level courses.

d. Submit reports on students attending schools sponsored by an allied nation according to the procedures of that nation. Use DA Form 1059 or DA Form 1059-2 to forward the allied nation's report and translated copy of that report.

1-6. Submission of academic reports

Academic reports will explain the accomplishments, potential, and limitations of individuals while attending courses of instruction or training. Only one AER is authorized for each reporting period.

a. A DA Form 1059 is required for Active Army, Reserve Component personnel, and personnel of other services taking courses at Army service schools, Department of Defense (DOD)-sponsored

schools, NCO academies, allied nation schools, and Reserve Component chaplain candidates as prescribed below:

(1) Active Army personnel and personnel of other services attending resident and nonresident courses or training scheduled for 60 calendar days or more.

(a) For Active Army students in good academic standing who voluntarily withdraw from an elective course of instruction short of completion, a letter explaining the reasons for termination will be sent, instead of a DA Form 1059, from the school commandant to PERSCOM, ATTN: TAPC-(appropriate career branch), for use as deemed appropriate by CG, PERSCOM, Office of The Surgeon General (OTSG), The Judge Advocate General (TJAG), and the Chief of Chaplains. The time will be declared nonrated on the next officer evaluation report/noncommissioned officer report (OER/NCO-ER).

(b) An officer terminating the nonresident Command and General Staff College Course before graduation will not receive an AER unless the officer's performance or conduct warrants a referred report.

(c) For Active Army commissioned officers attending resident branch officer courses the AER should address both the basic core course and the Army operation center (AOC) training when the latter course follows the first. Only if the AOC is scheduled for 60 or more days may a separate report be rendered.

(d) Combined Arms Service and Staff School (CAS3) will use a completion certificate instead of a DA Form 1059. Time accounting procedures on DA Form 67-8 (U.S. Army Officer Evaluation Report) are discussed in AR 623-105, paragraphs 4-10 and 5-6.

(e) Dietetic Internship, Occupational Therapy Clinical Affiliation, and the U.S. Army-Baylor Program in Physical Therapy is discussed in AR 601-130, paragraph 5-1.

(f) For students in good academic standing who are eliminated from Initial Entry Rotary Wing (IERW) for flight deficiency only, a letter explaining the reasons for termination will be sent, instead of a DA Form 1059, from the elimination approval authority to PERSCOM (TAPC-OBE-V), for use as deemed appropriate by CG, PERSCOM. The time will be declared nonrated on the next OER/NCO-ER.

1.1. For all branch transition courses regardless of length.

1.2. For Active Army warrant officers, all senior warrant officer, and master warrant officer training courses regardless of length.

(2) Officer courses less than 60 days requiring an AER are listed, by school, in paragraph *e*(1), below.

(3) All enlisted personnel taking resident and nonresident NCO education system (NCOES) courses (regardless of length or component)—

(a) Primary Leadership Development Course (PLDC) (Active Component (AC) or Reserve Component (RC)).

(b) Basic Noncommissioned Officer Course (BNCOC) (AC or RC).

(c) Advanced Noncommissioned Officer Course (ANCOC) (AC or RC).

(d) U.S. Army Sergeant Major Course.

(3.1) First Sergeant Course, 521-SQ1M; Battle Staff NCO Course, 000-ASI25 at the U.S. Army Sergeant Major Academy, Fort Bliss, TX.

(4) All ARNG and USAR personnel taking resident or nonresident courses at Army services schools or colleges except trainees attending their initial active duty for training (IADT). (See chap 2, sec II.)

(5) Active Army personnel granted constructive or equivalent school credit by the CG, PERSCOM, Commander, U.S. Army Health Professional Support Agency (USAHPSA), TJAG, Chief of Chaplains, and Commander, U.S. Army Training and Doctrine Command (TRADOC). Request will be forwarded to the appropriate career management division under AR 351-1.

(6) All RC (USAR and ARNG) chaplain candidates serving in drill status will receive a report every 6 months for unit training

assemblies, one completed after annual training, and others as required under regulations for resident and nonresident courses.

b. DA Form 1059-1 is required for Active Army and full-time ARNG personnel pursuing an academic degree full-time at a college, medical, or industrial institution at Government expense. It is optional for personnel pursuing an academic degree part-time (after duty) at their own expense at colleges or medical or industrial institutions.

c. DA Form 1059-2 is required for:

(1) Active Army personnel attending the U.S. Army War College (USAWC).

(2) Active Army personnel taking senior service college courses sponsored by other services or allied nations.

(3) Active Army and RC officers enrolled in the U.S. Army War College Corresponding Studies Course (USAWCCSC) upon graduation

d. Special administrative instruction to prepare academic reports is in chapters 2, 3, and 4.

e. Academic reports are not authorized for Active Army and ARNG personnel attending or participating in—

(1) Courses of instruction or training or less than 60 calendar days, except those described in a above and in the table 1-1 list of officer courses by school, of less than 60 days that require academic evaluation reports.

Table 1-1
Officer courses—by school

School: Air Defense Artillery, Fort Bliss

Courses:

Chaparral/Vulcan Officer Qualification Course, 2E-14B

Nike Hercules Officer Course, 2F-14C

Improved Hawk Officer Organizational Maintenance Supervisor (PIP Trans), 4F-223BT

Improved Hawk Fire Control Maintenance Transition (PIP), 121-24ET

School: Armor, Fort Knox

Courses:

Armor Officer BasicRC

Armor Officer Advanced Course for USAR School, Phases II, IV, VIII

School: Aviation, Fort Rucker

Courses: Aviation Officer Basic Course Phases I and II

School: Chaplain, Fort Monmouth

Courses:

Chaplain Officer Basic Course, 5-16-C20-56A

Chaplain Reserve Component General Staff Course, 5G-F2

Chaplain Officer Mobilization, 5-16-C1 (M)

School: Chemical, Fort McClellan

Courses: Chemical Officer Advance (RC), Phase IV, VI, 4-3-C22-74A RC

School: Field Artillery, Fort Sill

Courses: Field Artillery Officer BasicRC

School: Quartermaster, Fort Lee

Courses:

QM Officer Fuel and Energy Management (81A), 8-10-04-81A

QM Officer Advanced General Troop Support Materiel Management (92A), 8-10-04-92A

School: Signal, Fort Gordon

Courses: Tactical Signal Staff Officer Course

School: Transportation and Aviation Logistics, Fort Eustis

Courses: Transportation Officer BasicRC

Master Driver Certification Course (#A-433-0019) AR 611-75, Chapter 3

School: Army Medical Department, Academy of Health Sciences, Fort Sam Houston

Courses: Patient Administration Officer Course (7M-F3) Medical Corps (MC) Officer Advanced Course

(2) Army Medical Department first year post graduate, medical

and dental education internships, residencies, and fellowships at Army installations (AR 351-3 and AR 601-130).

(3) (Rescinded.)

(4) The Judge Advocate General's Funded Legal Education Program (AR 27-1), and the Judge Advocate General's Excess Leave Program. (See AR 601-114, para 8; a transcript of grades is required.)

(5) Enlisted personnel attending initial entry training courses (basic training (BT) or advanced individual training (AIT)) leading to the award of their initial military occupational specialty (MOS) to include reentry personnel. A report is required for individuals holding a primary MOS (PMOS) (awarded by previous training, AIT, or on-the-job (OTJ)), who attend another MOS producing course.

(6) Defense Language Institute courses for enlisted personnel in the rank of SPC/CPL and below at the time of graduation

(7) Precommission/appointment courses (for example, United States Military Academy (USMA) Preparatory School, Officer Candidate School, and Warrant Officer Candidate School with follow-on proponent certification course), except Phases I and II of the Physician Assistant Training Program which are exceptions and require reports.

f. Academic reports are not authorized for RC personnel participating in—

(1) Senior RC Officer course.

(2) Enlisted IADT.

(3) USMA Preparatory School.

(4) Officer Candidate Course.

(5) Refresher courses less than 80 hours in length.

1-7. Preparation of forms

a. All entries except signatures on AERs must be typewritten, using black ribbon. Distinct, clear originals are required so that legible copies can be provided as outlined in paragraph 2-2.

b. Entries on DA Form 1059 may be machine-generated.

1-8.

(Rescinded.)

1-9. Obtaining additional copies of academic reports

a. Upon written request, HQDA will provide individuals with a copy of their official AERs.

b. (Rescinded.)

c. (Rescinded.)

d. Send request as follows:

(1) *Officers on active duty.* Commander, PERSCOM, ATTN: TAPC-MSR-S, Alexandria, VA 22332-0400.

(2) *Enlisted personnel on active duty.* Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RF-I, Fort Benjamin Harrison, IN 46249-5301.

(3) *Officer and enlisted personnel not on active duty.* Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-PRE, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(4) *ARNG enlisted personnel including AGR (Title 32 and Title 10).* The Adjutant General, State, ATTN: MILPO.

(5) *ARNG officer personnel.* Chief, National Guard Bureau, ATTN: NGB-ARP-C, WASH DC 20310-2500.

1-10. Enclosures to reports

Only enclosures authorized in this regulation will be submitted with an academic report. An addendum to an academic report may be sent to PERSCOM, State adjutant general (AG), or U.S. Army Reserve Component Personnel Administration Center (ARPER-CEN), if it complies with paragraph 1-12. The items below will not be included. (See procedures in AR 600-8-2, AR 600-37, and AR 672-5-1 for processing these communications.)

a. Letters of appreciation.

b. Letters of commendation.

c. Certificates of achievement.

d. Recommendation for awards.

e. Records of punishment under Article 15, Uniform Code of Military Justice.

1-11. Restrictions

Except to comply with this regulation, no one may require changes to be made to an AER. However, the student, or reviewer will point out obvious inconsistencies or errors to the appropriate rating officials. After needed corrections are made, the record copy will be sent to PERSCOM, State AG, or ARPERCEN. Restrictions applying to DA Form 67-8 (outlined in AR 623-105, chap 4, sec IV), and DA Form 2166-7 (NCO Evaluation Report) (AR 623-205, chap 2, sec III), where appropriate, also apply to AERs. Comments will not exceed the space provided on DA Forms 1059, 1059-1, and 1059-2. Continuation sheets are not allowed.

1-12. Submission of an addendum

If the rating officials become aware of information that would have resulted in a lower evaluation of the rated individual they will submit an addendum to the previous report and refer it to the student for comments/acknowledgment.

a. No reference will be made to—

(1) Incomplete punitive or administrative action taken (or planned to be taken) against a student.

(2) An incomplete investigation (formal or informal) of a student.

b. Reference will only be made to actions or investigations that have been processed to completion, adjudicated, and had final action taken before submitting the AER addendum to PERSCOM, State AG, or ARPERCEN.

c. Every effort will be made to complete or adjudicate investigations and verify adverse information in an AER before it is sent to PERSCOM, State AG, or ARPERCEN.

d. If the student is absolved of the matter, comments pertaining to the incident will not be included in the AER. This restriction is not intended to preclude or discourage rating officials from including verified adverse information in evaluation reports. It is intended only to preclude—

(1) The permanent documentation of charges in student's official military personnel file (OMPF), which are later dropped.

(2) Documentation of charges or incidents of which the student may later be absolved and that, if included, would be unjustly prejudicial.

e. Incidents of a student's misconduct or professional or character deficiencies occurring during the reporting period will—

(1) Be investigated by the preparing officer, or by the reviewing officer if the preparing officer has been reassigned.

(2) Upon completion of the investigation or imposition of punitive action, be submitted as an addendum to the previously submitted academic report and sent to PERSCOM, State AG, or ARPERCEN.

f. The addendum will contain—

(1) The rated student's name, grade, social security number (SSN), and period of the AER to which it applies.

(2) Details of the act of incident.

(3) A summary of the findings of the investigation.

(4) Action taken by the appointing authority.

g. If both the preparing officer and the reviewing officer are reassigned prior to completing an investigation involving the rated student or before punitive action is taken, the appointing authority or the commander imposing the punishment will inform the preparing officer of the results to comply with the above requirement.

h. The addendum will be sent to the reviewer of the previously submitted academic report for concurrence or comment.

i. Upon completion and authentication of this action, the reviewing officer will—

(1) Refer a copy to the rated student for comment/acknowledgment. A reasonable suspense date should be provided for the student to complete the action. If the student fails to respond within the suspense period the reviewing officer will attach a copy of the referral to the addendum and indicate that the student failed to complete the acknowledgment.

(2) Send the addendum, with enclosures, to PERSCOM, State AG, or ARPERCEN. (See para 2-2 for correct address.)

j. If circumstances preclude the reviewing officer from forwarding the addendum directly to the rated student, it may be forwarded to the rated student through PERSCOM, State AG, or ARPERCEN.

1-13. Referred reports

a. The following types of reports will be referred to the student by the reviewing official for acknowledgment and comment.

(1) Any report with the following ratings:

(a) A "NO" response.

(b) An "UNSAT" rating.

(c) A "marginally achieved course standards" response.

(d) A "Failed to achieve course standards" response. If this block in item 13 is checked, the preparing official should address in item 16, Comments, whether the deficiency reflects on the character/behavior of the student or lack of aptitude in certain areas.

(2) Any report with comments that in the opinion of the reviewing official are so derogatory that the report may have an adverse impact on the student's career.

(3) Any report with an entry of "FAIL" for the Army Physical Fitness Test (APFT) or "NO" for height and weight indicating noncompliance with AR 600-9.

b. Item 13 will be left blank on AERs for students released from a course of instruction or degree program through no fault of their own (e.g., medical, compassionate reasons), approved retirement, or resignation from the service and the report need not be referred; however, the circumstances must be fully explained in item 16, Comments (DA Form 1059), or item 14 (DA Form 1059-1).

c. After signing a referred report, the reviewing official will forward the report to the student, via a memorandum, for acknowledgment and comment. The reviewer will ensure that the provisions of this regulation have been followed. The student will acknowledge receipt of the referred report and may enclose a comment or statement if he or she feels that the rating or remarks are incorrect. The student's statement must be factual. The referral memorandum and acknowledgment are forwarded with the report.

(1) Comments or statements by the student do not constitute an appeal. Appeals are filed and processed separately as outlined in AR 623-105 for officers, and AR 623-205 for enlisted personnel.

(2) If the student has departed the school under circumstances that preclude immediate referral of a report to him or her, forward a copy by certified return mail directly to the student marked "Personal in Nature," or send a copy to the student's commander for acknowledgment and comment. If the student fails to acknowledge receipt of the report in the time period specified (a reasonable suspense period), the certified mail number will constitute acknowledgment.

1-14. Commandant inquiry

a. A school commandant/head official will make an inquiry when it is brought to his or her attention that a report may be—

(1) Illegal.

(2) Unjust.

(3) Otherwise in violation of this regulation.

b. In making such an inquiry the commandant/head official will adhere to the procedures outlined in AR 623-105, paragraph 5-30 and AR 623-205, paragraph 2-18.

1-15. Academic report appeals

The appeal procedures outlined in AR 623-105 and AR 623-205 are applicable. Appeals should be forwarded to—

a. *Officers.* Commander, PERSCOM, ATTN: TAPC-MSE-A, Alexandria, VA 22332-0442.

b. *Enlisted personnel.* Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RE-A, Fort Benjamin Harrison, IN 46249-5301.

c. *ARNG personnel.*

(1) *Officers.* Chief, National Guard Bureau, 4501 Ford Avenue, Alexandria, VA 22302-1450.

(2) *Enlisted*. Chief, National Guard Bureau, ATTN: NGB-ARP-E, WASH DC 20310-2500.

d. *USAR personnel*. Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-PRE-A, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Chapter 2

Service School/NCO Academy Academic Evaluation Reports

Section I

Active Duty Personnel

2-1. General

a. Service school and NCO academy commandants are responsible for preparing the DA Form 1059 within 60 days after the student's graduation or termination from the school or academy. In preparing these reports, all significant information that can be evaluated must be reported. The same care and attention must be exercised in preparing this report as is exercised in preparing officer and NCO evaluation reports.

b. Evaluation reports must be submitted for individuals assigned a principal duty before the start of a course, between courses, or after a course as described below:

(1) DA Form 67-8 will be prepared for all officers, if appropriate, whose principal duty is other than a student. They will be submitted under the provisions of AR 623-105.

(2) DA Form 2166-7 will be prepared for enlisted personnel, if appropriate, whose principal duty is other than a student. They will be submitted in accordance with AR 623-205.

2-2. Disposition of academic reports

Academic reports will be forwarded and filed as follows:

a. For Active Army officers and warrant officers:

(1) Original—Send to Commander, PERSCOM, ATTN: TAPC-MSE-R, Alexandria, VA 22332-0445, within 60 days after course completion. In the upper right corner, indicate the AUTOVON number and extension of the office responsible for preparing the report.

(2) One copy—Give to the rated officer after it is processed locally. If the rated officer has departed, mail to his or her forwarding address, or retain the copy until an address is obtained. If an address is not obtained within 120 days, the copy will be destroyed.

(3) One copy—

(a) For ROTC commissioned officers graduating from officer basic course (OBC), send to Commander of the ROTC Region responsible for the school from which the individual was commissioned. See AR 145-1, appendix B, for region jurisdiction over commissioning institutions.

(b) Send to the superintendent, U.S. Military Academy (USMA), for Academy graduates of branch school basic courses.

(c) Send to Commandant, U.S. Army Infantry School, ATTN: ATSH-TP-B5, Ft. Benning, GA 31905-5500 for Branch Immaterial Officer Candidate Course graduates for branch school basic courses.

(d) For students whose Reserve appointments are terminated under AR 635-100, chapter 3, section III, add to the Professor of Military Science copy, the year graduated, date, and reason the Reserve appointment and active duty were terminated.

b. For active duty Army enlisted personnel:

(1) Original—

(a) For all TDY or PCS courses of less than 20 weeks and for PVT through CPL AERs send to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249-5301, within 60 days after completion of course.

(b) For PCS courses of 20 weeks or more for SGT through CSM send to Commander, U.S. Army Enlisted Records and Evaluation

Center, ATTN: PCRE-RE, Fort Benjamin Harrison, IN 46249-5301, within 60 days after completion of the course.

(2) One copy—Send to PERSCOM, ATTN: TAPC-(appropriate career branch), Alexandria, VA 22331-0400 for SSG through SGM/CSM personnel and for personnel listed in AR 614-200, table 1-1, within 60 days after completion of the course. In the upper right corner, indicate the AUTOVON number and extension of the office responsible for preparing the report.

(3) One copy—Send to PERSCOM, ATTN: TAPC-EPZ-E, Alexandria, VA 22331-0400, for Sergeants Major Academy graduates.

(4) One copy—File in the DA Form 201 (Military Personnel Records Jacket, U.S. Army) (MPRJ) for personnel in grade SGT and below attending primary and basic level NCOES. (These reports will be destroyed when the soldier is promoted to SSG.)

(5) One copy—Send to unit commander for personnel in the rank of SGT and below attending primary and basic level NCOES.

(6) One copy—Give to the rated soldier after it is processed locally. If he or she has departed, mail to his or her forwarding address. If an address is not obtained within 120 days, destroy the copy.

(7) One copy—Send to CG, ARPERCEN, ATTN: DARP-SPR-E, 9700 Page Boulevard, St. Louis, MO 63132-5200 if soldier is dual component status (holding a USAR commission or warrant status while serving on active duty as Regular Army (RA) enlisted. In item number 16 (Remarks Section) type or stamp "Soldier Serving on Dual Component Status."

(8) (Rescinded.)

c. ARNG/USAR personnel not on active duty other than to attend the school for which the report was rendered. Send in accordance with paragraph 2-7.

d. U.S. Marine Corps (officer and enlisted) personnel attending resident Army service schools. Two copies of DA Form 1059—Prepare and send to the HQ, U.S. Marine Corps, CMC (MMPE-2), Quantico, VA 22134-0001.

e. U.S. Navy personnel attending resident Army Service Schools.

(1) *For U.S. Navy enlisted personnel attending resident Army schools*. Refer to Bureau of Naval Personnel Instruction (BUPERS) 1616.9 of May 1991, chapters 4 and 6 for students under instruction. Forward appropriate performance documentation to the student's next command. Contact the Enlisted Evaluations Branch (Pers-322), Washington D.C. 20370-5323, AUTOVON 224-1029/1066 or commercial: (703) 614-1029/1066 for more information.

(2) *For U.S. Navy officer personnel attending resident Army schools*. Refer to BUPERS 1611.1A of 26 March 1990, chapter 8 for student s under instruction. Forward appropriate performance documentation to the student's next command. Contact the Officer Fitness Branch (Pers-323), Washington, D.C. 20370-5323, AUTOVON: 224-1196/2476 or commercial: (703) 614-1196/2476 for more information.

f. U.S. Air Force officers attending Army service school resident courses. Four copies of Air Force Form 475 (Education/Training Report)—Prepare according to Air Force Regulation 36-10, chapters 6 and 7, and forward to the Air Force officer's servicing Consolidated Base Personnel Office, ATTN: CBPO/DPMQ. Academic reports are not required for enlisted airmen.

Section II

Reserve Component Personnel not on Active Duty

2-3. Service school resident courses

a. The service school commandant is responsible for preparing AERs for personnel under these criteria—

(1) Successful course completion.

(2) Termination of enrollment.

(3) Unsatisfactory course completion.

(4) For all USAR personnel, regardless of course length except for courses listed in paragraph 1-6f, and for all ARNG personnel for courses of 60 calendar days or more who attend—

(a) A formal resident course of full-time duty (active duty for training (ADT) and annual training (AT)).

(b) A nonresident course on IDT.

b. Reports are not required for IADT personnel attending their initial AIT MOS Producing Course following basic combat training (BCT) or BT. If the honor graduate or distinguished graduate of the BT or basic training course is in IADT, the school commandant will send a letter to the appropriate State AG or area commander.

2-4. USAR school, training division/brigade courses

a. The parent USAR school commandant or training division/brigade commander will prepare an AER for each student in a USAR school/training division course. The report will be prepared under the criteria in paragraph 2-3a except when the course length exceeds 1 year. An AER will be prepared for the student at the end of each academic year (1 Oct–30 Sep) to include both the IDT and ADT phases except for CGSC students in USAR Forces schools who will receive a single AER upon successful completion from the U.S. Army Command and General Staff College (CGSC).

b. For CGSC students, the Commandant, CGSC, will prepare a report upon final course completion. An officer terminating the nonresident CGSC course before graduation will not receive an AER unless the officer's performance or conduct warrants a referred report.

2-5. Special instructions for preparing DA Form 1059 for Reserve Component personnel

a. (Rescinded.)

b. If the student has been attached to the USAR school or training division/brigade for IDT as well as for ADT, complete item 11 according to instructions in section III of this chapter. The following additional entries will be made in item 16.

(1) The mailing address of the State AG (for ARNG students).

(2) Area commander or CG, U.S. Army Reserve Personnel Center (for USAR students).

(3) The student's ARNG or USAR unit or USAR control group of assignment orders as shown on the attachment orders or enrollment application.

c. If the student is assigned to a RC troop program unit, the duplicate DA Form 1059 will be forwarded to the soldier's unit commander.

2-6. Comments on overall performance

School commandants or training division/brigade commanders will ensure AER comments are based on observation of a student's qualities, strengths, weaknesses, deficiencies, and overall performance.

2-7. Disposition of reports

Academic reports prepared for ARNG and USAR personnel on

ADT or IDT will be processed and forwarded as indicated in *a* and *b* below. A copy of the report will be furnished to the students.

a. *ARNG students.*

(1) *Officers.* The original will be sent to the Army National Guard Personnel Center, ATTN: NGB-ARP-CA, 4501 Ford Ave., Alexandria, VA 22302-1450. One copy will be sent to the State AG. For ARNG officers completing OBC who were commissioned from Reserve Officer's Training Corps (ROTC), an additional copy will also be sent to the commissioning ROTC Region headquarters utilizing the procedures outlined in paragraph 2-2a(3)(a).

(2) *Enlisted personnel.* Send the original and one copy to the appropriate State AG.

b. *USAR students.*

(1) For officer and warrant officer students assigned to USAR troop program units, the school commandant will forward the academic report to Commander, ARPERCEN, ATTN: DARP-PRE, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(2) For enlisted students assigned to USAR troop program units, the school commandant will forward—

(a) The original of the AER to Commander, ARPERCEN, (1) above.

(b) A copy to the appropriate unit commander for inclusion in the member's MPRJ.

(3) For officer and enlisted members of the Individual Ready Reserve (IRR), USAR and AGR, the school commandant will forward two copies of the AER along with the member's MPRJ (if available) to Commander, ARPERCEN, (1) above.

Section III

Preparation of DA Form 1059

2-8. Detailed instructions for preparing DA Form 1059

Information required to complete AERs for students attending service schools and installation NCO academies is described in figure 2-1. The reporting official is responsible for the accuracy of the information in the completed AER. Instructions on how to complete DA Form 1059 accompany figure 2-1.

2-9. Submission of DA Form 1059 for allied school attendance

Students attending schools sponsored by an allied nation will be evaluated by one of the allied nation's academic reports. A DA Form 1059 will also be prepared to provide administrative data (items 1-12); to amplify or explain the allied nation's evaluation (item 16); and to authenticate the report (item 17). The allied nation's report and a translated copy of the report, if prepared in other than English, will be attached as an enclosure to the DA Form 1059.

SERVICE SCHOOL ACADEMIC EVALUATION REPORT					DATE	
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.					18 December 84	
1. LAST NAME - FIRST NAME - MIDDLE INITIAL SMITH, JOSEPH G.		2. SSN 000-00-0000	3. GRADE CPT	4. BR AR	5. SPECIALTY/MOSC 12/54	
6. COURSE TITLE ARMOR Officer Advanced 4-84		7. NAME OF SCHOOL 6 USA ARMOR School, Ft Knox KY 40121			8. COMP RA	
9. TYPE OF REPORT <input checked="" type="checkbox"/> RESIDENT <input type="checkbox"/> NONRESIDENT		10. PERIOD OF REPORT (Year, month, day) From: 84 06 01 Thru: 84 12 18		11. DURATION OF COURSE (Year, month, day) From: 84 06 12 Thru: 84 12 18		
12. EXPLANATION OF NONRATED PERIODS						
13. PERFORMANCE SUMMARY *a. <input type="checkbox"/> EXCEEDED COURSE STANDARDS (Limited to 30% of class enrollment) b. <input type="checkbox"/> ACHIEVED COURSE STANDARDS *c. <input type="checkbox"/> marginally achieved course standards *d. <input type="checkbox"/> FAILED TO ACHIEVE COURSE STANDARDS <i>*Rating must be supported by comments in ITEM 16.</i>				14. DEMONSTRATED ABILITIES a. WRITTEN COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR b. ORAL COMMUNICATION <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR c. LEADERSHIP SKILLS <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR d. CONTRIBUTION TO GROUP WORK <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR e. EVALUATION OF STUDENT'S RESEARCH ABILITY <input type="checkbox"/> NOT EVALUATED <input type="checkbox"/> UNSAT <input type="checkbox"/> SAT <input type="checkbox"/> SUPERIOR <i>(SUPERIOR/UNSAT rating must be supported by comments in ITEM 16)</i>		
15. HAS THE STUDENT DEMONSTRATED THE ACADEMIC POTENTIAL FOR SELECTION TO HIGHER LEVEL SCHOOLING/TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (A "NO" response must be supported by comments in ITEM 16)						
16. COMMENTS (This item is intended to obtain a word picture of each student that will accurately and completely portray academic performance, intellectual qualities, and communication skills and abilities. The narrative should also discuss broader aspects of student's potential, leadership capabilities, moral and overall professional qualities. In particular, comments should be made if the student failed to respond to recommendations for improving academic or personal affairs)						
17. AUTHENTICATION						
a. TYPED NAME, GRADE, BRANCH, AND TITLE OF PREPARING OFFICER				SIGNATURE		
b. TYPED NAME, GRADE, BRANCH, AND TITLE OF REVIEWING OFFICER				SIGNATURE		
18. MILITARY PERSONNEL OFFICER						
a. FORWARDING ADDRESS (Rated student)				b. DISTRIBUTION <input type="checkbox"/> STUDENT <input type="checkbox"/> UNIT CDR (P/B NCOES only) <input type="checkbox"/> STUDENT'S OFFICIAL MILITARY RECORDS		

DA FORM 1 NOV 77 1059

EDITION OF 1 JUL 73 IS OBSOLETE.

Figure 2-1. Sample DA Form 1059

Item 1. Name. Last name, first name, middle initial, and any suffixes.

Item 2. SSN. Ensure numbers are entered correctly with hyphens.

Item 3. Grade. Use 3-character code (AR 680–29). Examples: SGT, MSG, CW2, CPT, COL.

Item 4. Branch. Use 2-character code (AR 680–29) reflecting basic branch for commissioned officers or management group for warrant officers as shown in item 11, DA Form 2B (Personnel Qualification Record. Part 1—Warrant Officer). Leave blank for enlisted soldiers.

Item 5 AOC/MOSC. Enter the AOC codes for commissioned officers (example 12/54), see AR 611–101. For warrant officers and enlisted personnel enter the individual’s Primary MOS (See Section II, Item 8, DA Form 2B or Section II: item 4, DA Form 2A (Personnel Qualification Record. Part I—Enlisted): AR 611–112 and AR 611–201.

Item 6. Course title. Include class number and year. For resident officer career development course, indicate in the space provided the military education code as follows:

Grade	Code
OFF Basic	7
OFF Advance	6
Staff College (CGSC)	4
SWO Training	B
MWO Training	A
All other courses do not require coding.	

Item 7. Name of school, UIC. Self-explanatory.

Item 8. Component. Enter RA, ARNG, or USAR.

Item 9. Type of report. If resident is checked, an entry in item 10 is required; for nonresident courses, items 10, 11 and 12 will be blank.

Item 10. Period of report. Enter the beginning and ending dates of the report: Year, month, day (e.g., 79 01 15). The “From” date in “Period of Report” is the day following the last day of the officer’s last OER or AER. For enlisted personnel the “From” date is the date assigned to school. The “Thru” date is the day of departure from the school. For officers, explain in item 12, any difference of 90 calendar days or more between the entry in the “From” date in the “Period of report” and the “From” date in the “Duration of course” (item 11). Give inclusive dates: Year, month, day (e.g., 79 03 15). If additional space is required, use item 16. For nonresident academic evaluation reports, the “From” and “Thru” dates are not applicable. PSCs will complete DA Form 2–1, items 6, 17, and 35 in accordance with AR 640–2–1. Either the course completion certificate or DA Form 1059 may be used as the substantiating document for recording this entry.

Item 11. Duration of course. The “From date” is the first day of the course and the “Thru date” is the date of graduation.

Item 12. Explanation of nonrated periods. See item 10 above, AR 640–2–1, AR 623–105, and AR 623–205.

Item 13. Performance summary.

a This item must be completed for all officer and enlisted courses except for students released from a course for no fault of their own, approved retirement, or resignation from the service, which will be explained in item 16. It is intended to measure the level of performance of each student against the course standards. Identify each student’s level of performance by placing an “X” beside the most appropriate entry as described below:

(1) “Exceeded course standards”—for those students whose overall course achievement are significantly above the standards of the course. The category is restricted to those students who are considered deserving by the commandant, but will not exceed 20 percent of the class enrollment.

(2) “Achieved course standards”—For those students who achieved the overall acceptable course standards.

(3) “Marginally achieved course standards”—For those students who achieved with difficulty, the minimum acceptable course standards as identified in the course grading plan.

(4) “Failed to achieve course standards”—Self-explanatory.

b. Comments where required, ((1), (3), and (4)) above must be in detail to justify the level of performance indicated. Use item 16 for supporting comments. Overstamping with “Distinguished Graduate,” “Honor Graduate,” “Commandant’s List,” or any other over-stamping or highlighting is prohibited.

c. If MARGINALLY ACHIEVED or FAILED TO ACHIEVE is checked see paragraph 1–13.

Item 14. Demonstrated abilities.

a. This item must be completed for all officer and enlisted courses. Indicate the level of performance by placing an “X” beside the appropriate entry as described below:

(1) A “superior” rating indicates the student has demonstrated an ability that is significantly above the standard.

(2) A “satisfactory” rating indicates the student has demonstrated an acceptable level of proficiency.

(3) “Unsatisfactory” rating—Self-explanatory.

(4) “Not evaluated” rating—Self-explanatory.

b. Comments, where required ((1) and (3) above), must be in detail to justify the level of proficiency indicated. Use item 16 for supporting comments. If UNSAT is checked see paragraph 1–13.

Item 15. Academic potential.

a. Indicate the student’s potential for selection to the next higher level of schooling/training. If NO is checked see paragraph 1–13. This pertains to the normal career progression/professional development courses:

(1) Commissioned officers; advanced, CGSC, and Senior Service College.

(2) Warrant officers; Master Warrant Officer Training.

(3) Enlisted personnel; basic, advanced, and Sergeants Major Course.

b. The evaluation should assess the student’s—

(1) Ability to apply the knowledge derived from the school.

(2) Potential compared to students with similar experiences and motivation.

(3) Ability to contribute to group discussions.

Item 16. Comments.

a. Comments are required concerning the capabilities, potential, or limitations of the student to include achievements and awards.

Explain entries requiring further description and enter additional comments.

b. In particular, comments should be made if the student—

(1) Displayed exceptional potential; demonstrated any exceptional capabilities, aptitudes, or limitations which should be considered in future selection/assignments.

(2) Lacked ability or motivation.

(3) Demonstrated moral or character deficiencies.

(4) Failed to respond to recommendations for improving academic or personal affairs.

(5) Was released from student status through no fault of his own (e.g., medical, compassionate) and is recommended for reinstatement in the course.

(6) Was released from student status based on an approved retirement or resignation.

(7) Was required to appear before an academic board.

(8) Is on dual component status (see para 2-2b(7)).

c. If appropriate, comments should also be made if the student has demonstrated the potential to be a service school instructor.

d. For resident reports on U.S. Army personnel attending schools that are 56 days or longer in duration and all NCOES courses regardless of length, the preparing officer will enter the student's verified height and weight data at the bottom right-hand side of the "Comments" section (typed). Also the word "YES" or "NO" will be added after the height and weight data to indicate the student's compliance with the height and weight standards contained in AR 600-9. Enlisted personnel in initial training, such as BT, AIT or one station unit training (OSUT), are not subject to the provisions of AR 600-9 until completion of the courses, or until completion of 6 months on active duty, whichever comes first. They fall under the initial procurement weight standards in AR 40-501. Example entries are "72/185 YES" or "68/205 NO". Height and weight data will be as of the "thru" date of the report. Comments are mandatory for height entries that contain a "NO" or when the data are not available for entry on the report. Comments should explain reasons for noncompliance; note any medical exception to weight control requirements; and indicate any medical exception to weight control requirements; and indicate progress or lack of progress in a weight control program. If "NO" is entered see paragraph 1-13. A student who exceeds the weight for height screening table may receive a "YES" only after a body fat measurement has been completed and he or she is found to be within the body fat standard. Comments are required for those students who exceed the weight for height screening table but receive a "YES" entry. For pregnant students, the preparing officer will enter the following: "Exempt from weight control standards of AR 600-9." The "YES/NO" will not be recorded for those students who exceed the weight for height screening table (AR 600-9, app A) but have not completed the body fat medical examination (AR 40-501). However, the preparing officer must explain the circumstances in item 16, Comments.

e. For resident reports on U.S. Army personnel attending schools that are 56 days or longer in duration and all NCOES courses regardless of length, immediately before the height and weight entry, the preparing officer will enter (typed) one of the following APFT entries: "PASS", "FAIL", or "PROFILE" and the year and month of the most recent APFT administered within 12 months of the thru date of the report or, when "PROFILE" is entered, the date the profile was awarded. Sample entries are: "PASS 8206", "FAIL 8206", or "PROFILE 8209". APFT numerical scores will not be entered. Comments are mandatory for APFT entries of "FAIL" or "PROFILE". Comments on a "FAIL" entry should explain the reasons for failure and note any progress toward meeting physical fitness standards (AR 350-15). If "FAIL" is entered see paragraph 1-13. If the APFT has not been taken within 12 months of the report "thru" date, the APFT data entry will be left blank. For students who have not taken the APFT within 12

months of the through date of the report due to pregnancy, convalescent leave, etc., the preparing officer will enter the following: "Exempt from APFT requirement IAW AR 40-501."

f. For students in Senior Warrant Officer Training Courses, enter as appropriate: "Officer (is)(is not) determined to be tactically and technically certified to serve as a Senior Warrant Officer in MOS _____."

g. "For students in Master Warrant Officer training courses, enter as appropriate: Officer (is)(is not) determined to be tactically and technically certified to serve as a Master Warrant Officer in MOS _____."

Item 17. Authentication. This block will be prepared and signed by faculty advisors and evaluation advisors. The report must be signed by the preparing officer. The commandant or an authorized representative will review and sign the report. The commandant or an authorized representative will review and sign the report.

Item 18. The Service School/NCO academy commandant will—

a. Enter the student's forwarding address if he or she has departed before receiving a copy of the completed report. (A unit address should be used only when no other forwarding address is available.)

b. Ensure that a copy of DA Form 1059 has been given or mailed to the student. The appropriate entry will be checked and dated. If it is impossible to give or mail a copy of the completed report to the student (for example, absence of a valid forwarding address), retain the student's copy for 120 days. If during the 120 days, a request has not been received from the student for the completed report, it will be destroyed. Enter the appropriate PSC code in item 18b prior to sending the report to HQDA.

c. Ensure that a copy DA Form 1059 is given or mailed to the unit commander of soldiers in grades SGT and below who are attending primary and basic level NCOES.

d. Ensure that a copy of the report is sent for filing in the student's OMPF.

e. Ensure that a copy of the report on dual component personnel is forwarded in accordance with paragraph 2-2b(7).

Chapter 3 Civilian Educational, Medical or Industrial Institutions Academic Reports

3-1. General

This chapter prescribes the policies and procedures for preparing DA Form 1059-1 for—

a. Active Army and ARNG personnel participating in full-time (on duty) degree program at an educational, medical, or industrial institution.

b. Active Army personnel participating in a part-time (after duty) degree program.

3-2. Initiation of reports for Active Army personnel

a. The U.S. Army Soldier Support Center is responsible for initiating DA Form 1059-1 for Active Army personnel going full-time to a civilian institution on a permanent change of station of 20 weeks or more. (See AR 350-1, AR 621-1, and AR 621-7.) For personnel in a permissive temporary duty (TDY) status of less than 20 weeks, the parent or losing organization to which the individual is assigned will be responsible for initiating DA Form 1059-1. For officers attending civilian institutions under AR 351-23, DA Form 1059-1 will be initiated by PERSCOM (TAPC-OPB-D). The report will be prepared in triplicate and submitted upon completion or

termination of schooling or training except as noted in (1) and (2) below.

(1) Officers who graduated from law school under the Judge Advocate General's Funded Legal Educational Program (AR 27-1) and Excess Leave Program will forward two copies of all law school grade transcripts and evidence that a law degree was conferred to HQDA (DAJA-PT), WASH DC 20310-2206, within 60 days after graduation. Within this same period, the evidence that a law degree was conferred will also be given to military personnel officers for entry in personnel records.

(2) AMEDD officers attending courses under AR 601-112 or in long-term civilian education programs of more than 12 months under AR 351-3 will receive a DA Form 1059-1 as follows:

(a) The first report will be initiated 12 months after the beginning of the training program.

(b) An additional report will be prepared every 12 months thereafter or upon completion of the training, whichever occurs first.

b. The Installation Education Service officer will initiate and review DA Form 1059-1 if requested by an Active Army soldier who has participated in a part-time after duty educational degree program. This may be done upon completion of all requirements for the degree. DA Form 1059-1 will be prepared in triplicate and given to the appropriate PSC to send to HQDA, for inclusion in the student's OMPF. An official transcript of grades must be attached to the AER before sending the report.

3-3. Initiation of reports for Army National Guard personnel

The State AG will be responsible for initiating DA Form 1059-1 for ARNG personnel in full-time training duty at civilian institutions.

3-4. Disposition of full-time (on duty) reports

Reports will be prepared and forwarded as follows:

a. *Student detachment.* Before completing a course (annually for AMEDD officers), the U.S. Army Student Detachment or the appropriate State AG will complete section I of DA Form 1059-1. They will then send three copies to the student concerned, along with instructions for preparing section II of DA Form 1059-1.

b. *Individual student.* Prior to graduation (annually for AMEDD officers), students are responsible for—

(1) Submitting DA Form 1059-1 to the proper civilian institution officials for completion of section II, attaching a transcript of grades, and ensuring that the report is sent to the appropriate DA staff agencies or State AG.

(2) Granting civilian institution officials permission to release a transcript of grades. (Students will pay transcript fees, if required.)

(3) Providing a separate DA Form 1059-1 to each institution, if instruction was received from more than one.

c. *Civilian institutions.* An official of the civilian institution (dean of the school, department chairman, or faculty adviser) will complete section II of DA Form 1059-1. He or she will then send three copies of the AER and the transcript of grades to the appropriate sponsoring (training) agency. (See table 3-1.)

Table 3-1
Sponsoring agencies and addresses

Sponsoring Agency: For Active Army officer and enlisted personnel (except AMEDD, JAGC and chaplains)—CG, PERSCOM.

Address:

a. Officer personnel. Commander, PERSCOM, ATTN: TAPC-OPB-D, Alexandria, VA 22332-0400.

b. Enlisted personnel. Commander, PERSCOM, ATTN: TAPC-EPT, Alexandria, VA 22331-0400.

Sponsoring Agency: For Army Medical Department (AMEDD) officers and enlisted personnel—The Surgeon General.

Address: Commander, AMEDD Student Detachment, Academy of Health Sciences, U.S. Army, Fort Sam Houston, TX 78234.

Table 3-1
Sponsoring agencies and addresses—Continued

Sponsoring Agency: For JAGC officers and officers for whom JAGC is the control branch—The Judge Advocate General.

Address: HQDA (DAJA-PT), WASH DC 20310-2206.

Sponsoring Agency: For chaplains—The Chief of Chaplains.

Address: HQDA (DACH-PEA), WASH DC 20310.

Sponsoring Agency: For Army National Guard personnel—The Chief, National Guard Bureau.

Address: Army National Guard Schools Branch, ARNG Operating Activity Center, Bldg. E4430, Edgewood Area, Aberdeen Proving Ground, MD 21010-5001.

d. *HQDA.* The appropriate DA staff agency is responsible for completing section III for Active Army personnel participating full-time (on duty). This agency will—

(1) Review section I for accuracy, and complete section III to include subject area of study.

(2) Send the original AER and transcript of grades to PERSCOM, ATTN: TAPC-MSE-R, Alexandria, VA 22332-0445 for officer personnel and to the Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-RE, Fort Benjamin Harrison, IN 46249-5301, for enlisted personnel.

(3) Send two copies to the student's career management division. (Career management division will send one to the student.)

(4) Ensure that referred civilian AERs are sent to the student for comment and acknowledgment. (See para 1-13 for processing of referred reports.)

e. *NGB.* The Chief, National Guard Bureau is responsible for completing section III for ARNG personnel. This agency will—

(1) Review section I for accuracy.

(2) Complete section III to include subject area of study.

(3) For enlisted personnel, send three copies of the AER and the transcript of grades to the State AG; for officer personnel, send the original to Chief, National Guard Bureau, ATTN: NGB-ARP-CA, 4501 Ford Ave., Alexandria, VA 22302-1450, and two copies to the State AG.

(4) Ensure that referred civilian AERs are sent to the student for comment and acknowledgment. (See para 1-13 for processing of referred reports.)

f. *Part-time degree program.* Individuals who fail to complete a full-time (on duty) degree program and later complete all degree requirements through a part-time (after duty) degree program may submit a DA Form 1059-1 in accordance with paragraph 3-2b for inclusion in their OMPF.

3-5. Military personnel officer

a. When an individual returns to a military station from a full-time (on duty) degree program, the custodian of personnel records will—

(1) During the inprocessing interview, determine the degree awarded, subject area of study, or the course completed.

(2) Make appropriate entries on the Personnel Qualification Record, items 6, 17, and 35, DA Form 2-1 for enlisted personnel. (See AR 640-2-1.)

b. The Installation Education Services Officer will send DA Forms 1059-1 for Active Army personnel who have received a degree from a part-time (afterduty) program to the Personnel Service Company (PSC) or administrative office. The custodian of personnel records will enter the information as in a(2) above. The forms will then be forwarded as follows:

(1) For Active Army officers and warrant officers, Send through the appropriate career division to Commander, PERSCOM, ATTN: TAPC-MSE-R, Alexandria, VA 22332-0445.

(2) For Active Army enlisted personnel—Send to Commander,

U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-PSR-E, Fort Benjamin, Harrison, IN 46249-5301.

c. One copy of DA Form 1059-1 will be filed in the MPRJ for personnel in grades SGT and below, completing part-time as well

as full-time degree programs. These AERs will be destroyed upon promotion of the soldier to SSG.

3-6. Detailed instructions for preparing DA Form 1059-1

Information to complete AERs for students in a degree program at a civilian, medical, or industrial institution is described in figure 3-1. The U.S. Army Soldier Support Center, HQDA, and the Chief, National Guard Bureau, are responsible for the accuracy of the information in the completed AER. Instructions on how to fill out DA Form 1059-1 accompany figure 3-1.

CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT <small>For use of this form, see AR 623-1; the proponent agency is MILPERCEN.</small>				
SECTION I – ADMINISTRATIVE DATA <i>(To be completed by the student detachment or Installation Education Services Officer)</i>				
1. LAST NAME - FIRST NAME - MIDDLE INITIAL JONES, PAUL M.	2. SSN 000-00-0000	3. GRADE CPT	4. SPECIALTY/MOSC 11/41	5. COMP RA
6. TYPE OF REPORT <input checked="" type="checkbox"/> FULL-TIME, ON DUTY <input type="checkbox"/> PART-TIME, AFTER DUTY	7. PERIOD OF REPORT (Year, month, day) From: 83 09 07 Thru: 84 06 12 <input checked="" type="checkbox"/>		8. DURATION OF COURSE (Year, month, day) From: 83 09 10 Thru: 84 06 12	
9. EXPLANATION OF NONRATED PERIODS			10. APPLICABLE REGULATION	
SECTION II – EVALUATION <i>(To be completed by the Civilian Institution) ATTACH AN OFFICIAL TRANSCRIPT IN DUPLICATE</i>				
11. NAME AND ADDRESS OF CIVILIAN INSTITUTION				
12. EVALUATION <i>(Evaluation of Student Performance should be based on the normal standard of performance at the institution. Identify the discipline of study, degree, and any special achievements or deficiencies noted, etc. Include aptitude for further schooling.)</i>				
DATE	TYPED NAME, TITLE AND TELEPHONE NUMBER		SIGNATURE	
SECTION III – ADMINISTRATIVE REVIEW <i>(To be completed by the Reviewer)</i>				
13. DID STUDENT SUCCESSFULLY COMPLETE THE COURSE? (A "NO" response must be supported by comments in ITEM 14. An Official Transcript must be attached prior to submission of the report to the OMPF.) <div style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</div>				
14. REVIEWER COMMENTS				
DATE	TYPED NAME AND TITLE		SIGNATURE	

DA FORM 1059-1
1 NOV 77

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Figure 3-1. Sample DA Form 1059-1

Item 1. Name. Last name, first name, middle initial.

Item 2. SSN. Ensure numbers are entered correctly.

Item 3. Grade. Use 3-character code (AR 680-29). Examples: SSG, MSG, CW2, CPT, COL.

Item 4. AOC/MOSC. The AOC codes that identify the designated primary and alternate AOC for commissioned officers (example: 12/54), see AR 611-101. For warrant officers and enlisted soldiers, enter the military occupational specialty code (MOSC). (See AR 611-112 and AR 611-201.)

Item 5. Component. Enter RA, ARNG, or USAR.

Item 6. Type of report. If full-time (on duty) is checked, entries in items 7, 8, and 9 are required; for part-time (after duty) personnel, items 7, 8, and 9 will be blank.

Item 7. Period of report. Enter the beginning and ending date of the report: Year, month, day, (e.g., 79 09 19). The "From" date in "Period of Report" is the day following the officer's last report. For enlisted personnel, the "From" date is the date assigned to the school. The "Thru" date is the day of departure from the school. For officers and warrant officers, explain in item 9 any difference of 90 calendar days or more between the entry in the "From" date in the "Period of Report" and the "From" date in the "Duration of course". Give inclusive dates: Year, month, day (e.g., 79 03 15).

Item 8. Duration of course. Enter the beginning and ending date of the course of instruction or training: Year, month, day (e.g., 79 04 16).

Item 9. Explanation of nonrated periods. (See items 6 and 7 above and AR 640-2-1.)

Item 10. Applicable regulation. Identify the regulation that outlines the degree program under which the student participated.

Item 11. Name and address of civilian institution. Self-explanatory.

Item 12. Evaluation. The dean, department chairman, faculty advisor, or a responsible official of the civilian institution will evaluate the student. This will include an accurate and complete description of the subject area of study for full-time (on duty) students. For the part-time (after duty) students, only the following comment is required, "PART-TIME, AFTER-DUTY DEGREE PROGRAM."

Item 13. Did student successfully complete the course. Check the appropriate box.

Item 14. Reviewer comments. This section will be completed and reviewed by HQDA, Chief, National Guard Bureau, or the Installation Education Services officer prior to inclusion in the student's

OMPF. Comments are required concerning the reason for an individual's release from a degree program (i.e., approved retirement, resignation from the service, or through no fault of his or her own).

Chapter 4 Senior Service College Academic Evaluation Reports

4-1. General

a. The Senior Service College commandant is responsible for preparing the DA Form 1059-2 within 60 days after the officer graduates or terminates. Particular attention should be given to preparing these reports so all significant information that is evaluated is reported. The same care must be given in preparing DA Form 1059-2 as in preparing the OERs.

b. The commandant will also prepare a letter report for Active Army and RC officers completing the midcourse resident phase of the U.S. Army War College Corresponding Studies Course.

c. Students attending senior service colleges sponsored by an allied nation will be evaluated by the use of the allied nation's academic report. A DA Form 1059-2 will be prepared to provide administrative data (items 1-12); to amplify or explain the allied nation's evaluation (item 16); and to authenticate the report (item 17). The allied nation's report and a translated copy of the report, if prepared in other than English, will be attached as an enclosure to the DA Form 1059-2.

4-2. Disposition of reports

Reports will be forwarded and filed as follows:

a. For Active Army officers—

(1) Original—send to Commander, PERSCOM, ATTN: TAPC-MSE-R, Alexandria, VA 22332-0445, within 60 days after completion of the course.

(2) One copy—give to the rated officer after it is locally processed. If the rated officer has departed, mail it to his or her forwarding address. If an address is not obtained within 120 days, destroy the copy.

b. For ARNG/USAR officers—

(1) Three copies—prepare for senior ARNG/USAR officers and ADT and forward as indicated below: (A copy will be furnished to the student.)

(a) *ARNG officers.* Original—send to the address in paragraph 2-7a(1). One copy—send to the ARNG Operating Activity Center, Military Education Branch, Bldg E6814, (NGB-ARO-E) Edgewood Area, Aberdeen Proving Ground, MD 21010-5420. One copy—to the rated officer. NGB-ARP-CA will forward the original to the appropriate State AG once the report has been processed.

(b) *USAR officers.* Original—send to the Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-PRE-O, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(2) One of the following notations, as appropriate, will be typed or stamped on the top and bottom margins of DA Form 1059-2.

(a) "ARNG active duty for training."

(b) "USAR active duty for training."

(3) The following additional entries will be indicated in item 16.

(a) The mailing address of the State AG (ARNG students).

(b) The area commander or CG, ARPERCEN, as appropriate (USAR students).

(c) The student's ARNG/USAR unit or USAR control group of assignment as shown on the ADT orders.

(4) If a student is assigned to a RC troop program unit and is attending the Army's Senior Service College in addition to, or instead of, the prescribed unit training, a copy of DA Form 1059-2

will be sent to the commanding officer for the student's unit of assignment.

c. For U.S. Navy and U.S. Marine Corps officers—

(1) Two copies – Bureau of Naval Personnel, ATTN: Fitness Report Branch, Department of the Navy, Washington, DC 20370-5323.

(2) Two copies—HQ, U.S. Marine Corps, CMC(MMPE-2), Quantico, VA 22134-0001.

d. For U.S. Air Force officers—four copies. Air Force Form 475 will be prepared in accordance with Air Force Regulation 36-10,

chapters 6 and 7, and forwarded to the Air Force officer's servicing Consolidated Base Personnel Office (CBPO).

e. For U.S. Coast Guard officers—two copies—Commandant (G-PO) U.S. Coast Guard, Washington, DC 20590.

4-3. Detailed instructions for preparing DA Form 1059-2

Information required completing the AERs for students attending Senior Service College is described in Figure 4-1. The commandant is responsible for the accuracy of the information in the completed AER. Instructions on how to fill out DA Form 1059-2 accompany figure 4-1.

STUDENT'S NAME		STUDENT'S SSN	
<p>16. COMMENTS (This item is intended to give a word picture of each student that will accurately and completely portray his/her unique skills and abilities. It should describe the student's academic performance to include intellectual qualities, communication skills and ability to function in the seminar group. The narrative should also discuss broader aspects of the student's performance, including leadership capabilities, moral qualities, social/emotional qualities and overall professional qualities.)</p>			
17. AUTHENTICATION			
a. TYPED NAME, GRADE, BRANCH, SSN AND TITLE OF PREPARING OFFICER		SIGNATURE	
b. TYPED NAME, GRADE, BRANCH, SSN AND TITLE OF REVIEWING OFFICER		SIGNATURE	
18. MILITARY PERSONNEL OFFICER			
a. FORWARDING ADDRESS (Rated Student)		b. DISTRIBUTION	
		<input type="checkbox"/> 1. COPY FORWARDED TO STUDENT'S OFFICIAL RECORD <input type="checkbox"/> 2. COPY FORWARDED TO STUDENT	

Figure 4-1. Sample DA Form 1059-2—Continued

Item 1. Name. Last name, first name, middle initial.

Item 2. SSN. Be sure numbers are entered correctly.

Item 3. Grade. Use 3-character code (AR 680-29.) Examples: LTC, COL.

Item 4. Branch. Self-explanatory.

Item 5. Component. Enter RA, ARNG, or USAR.

Item 6. Course title. Include class number and year.

Item 7. Name of school, UIC. Self-explanatory.

Item 8. Specialty. The specialty codes that identify the designated specialties of the student. (Example: P11 A97.)

Item 9. Period of report. Enter the beginning and ending date of the report: Year, month, day (e.g., 79 09 11). The "From" date in the "Period of report" is the day following the officer's last report. The "Thru" date is the day of departure from the school. Explain in item 11 any difference of 90 calendar days or more between the entry in the "From" date in the "Period of report" and the "From" date in the "Duration of course." Give inclusive dates: Year, month, day (e.g., 79 03 15). If additional space is required, use item 16.

Item 10. Duration of course. Enter the beginning and ending date of the course: Year, month, day (e.g., 79 06 14).

Item 11. Explanation of nonrated periods. (See item 9 and AR 640-2-1.) If additional space is required, use item 16.

Item 12. Did student successfully complete the course? If "No" is checked, explain the reason in item 16 (i.e., academic deficiency, voluntary self-elimination) and refer the report IAW paragraph 1-13.

Item 13.

a. *Course objective and description.* Explain course purpose, mission, and objectives, and describe how they are accomplished.

b. *The common overview.* Explain those portions of the course required to be taken by all students.

c. *Electives and research description.* Indicate the general purpose of electives and research projects and how they relate to the college's objectives.

Item 14.

a. *Elective course title.* Indicate the course title and field of academic endeavor in the student's electives program. Place an "X" in the appropriate block indicating if the student took course credit or audit. Include the number of classroom hours in that segment of the course.

b. *Research project.* Indicate the type of research by placing an "X" in the appropriate entry. Outline the area of study (e.g., Military Studies Program or DOD interest item) and the kind of research (e.g., content, statistical or historical analysis). Also, identify the impact the research may have on Army and DOD policies and operations.

Item 15. Describe the particular abilities that would make certain future assignments appropriate. Comments that accurately support

indicated potential for future assignments should be included. If additional space is needed, use item 16.

Item 16. Comments.

a. Explain entries requiring further description and any additional meaningful comments.

b. In particular, comments must give a word picture of each student's unique skills and abilities. They should describe the student's academic performance to include intellectual qualities, communication skills, and ability to function in the seminar group. The narrative should also discuss the broader aspects of the student's performance, including leadership capabilities and moral and professional qualities. The final paragraph should be a summary of the student's qualities and abilities.

c. If appropriate, comment if the student has shown potential to be a Senior Service College instructor.

d. Explain all rating entries that would cause a report to be referred to the student. Referred reports are defined in paragraph 1-13.

e. If appropriate, comment if the student is released from the course of instruction through no fault of his or her own or because of approved retirement or resignation from the service.

f. For resident Army War College reports on U.S. Army officers the preparing officer will enter the student's verified height and weight data at the bottom right hand side of the "Comments" section (typed). Additionally, the word "YES" or "NO" will be added after the height and weight data to indicate the student's compliance with the height and weight standards contained in AR 600-9. Example entries are: "72/185 YES" or "68/205 NO". Height and weight data will be as of the thru date of the report. Comments are mandatory for height and weight entries that contain a "NO" or when the data are not available for entry on the report. Comments should explain reasons for noncompliance, note any medical exception to weight control requirements, and indicate progress or lack of progress in a weight control program. A student who exceeds the screening table weight may receive a "YES" only after a body fat measurement has been completed and he or she is found to be within the body fat standard. Comments are required for those students who exceed the weight for height screening table but receive a "YES" entry. If "NO" is entered, see paragraph 1-13. The "YES/NO" entry will not be recorded for those officers who exceed the weight for height screening table (AR 600-9, app A) but have not completed the body fat medical examination (AR 40-501). However, the preparing officer must explain the circumstances in item 16, Comments.

g. For resident reports on US Army personnel, immediately before the height and weight entry, the preparing officer will enter (typed) one of the following APFT entries: "PASS," "FAIL" or "PROFILE," and the year and month of the most recent APFT administered within 12 months of the thru date of the report or, when "PROFILE" is entered, the date the profile was awarded. Sample entries are "PASS 8206", "FAIL 8206", or "PROFILE 8209". APFT numerical scores will not be entered. Comments are mandatory for APFT entries of "FAIL" or "PROFILE". Comments on a "FAIL" entry should explain the reasons for failure and note any progress toward meeting physical fitness standards (AR 350-15). If the APFT has not been taken within 12 months of the report "thru" date, the APFT data entry will be left blank and the reason explained. If "FAIL" is entered, see paragraph 1-13.

Item 17. Authentication. This block will be prepared and signed by faculty advisor, evaluator, or as designated by the commandant. The preparing officer must sign the report. The report must be signed by the preparing officer. The commandant or an authorized representative will review and sign the report.

Item 18. The senior service college commandant will—Enter the forwarding address provided by the student if the student has departed before receiving a copy of the completed report. If it is

impossible to give or mail a copy of the completed report (for example absence of a valid forwarding address), retain the student's copy for 120 days. If during the 120 days, a request for the completed report has not been received, it will be destroyed. The commandant will enter the appropriate PSC code in item 18b prior to mailing the report to HQDA.

Appendix A References

Section I Required Publications

AR 27-1

Judge Advocate Legal Services. (Cited in paras 1-6e(4) and 3-2a(1).)

AR 40-501

Standards of Medical Fitness. (Cited in figs 2-1 and 4-1.)

AR 140-1

Army Reserve Mission, Organization, and Training. (Cited in para 2-7b(1).)

AR 145-1

Senior ROTC Program: Organization, Administration and Training. (Cited in para 2-2a(3)(a).)

AR 350-1

Army Training. (Cited in para 3-2a.)

AR 350-15

Army Physical Fitness Program. (Cited in figs 2-1 and 4-1.)

AR 351-1

Individual Military Education and Training. (Cited in para 1-6a(5).)

AR 351-3

Professional Education and Training Programs of the Army Medical Department. (Cited in paras 1-6e(2), and 3-2a(2).)

AR 351-23

Advanced Management Training for Senior Officers. (Cited in para 3-2a.)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags). (Cited in para 1-10.)

AR 600-9

The Army Weight Control Program. (Cited in paras 1-13a(3), and figs 2-1 and 4-1.)

AR 600-37

Unfavorable Information. (Cited in paragraph 1-10.)

AR 601-30

Officer Procurement Programs of the Army Medical Department. (Cited in paras 1-6e(2) and (3).)

AR 611-101

Commissioned Officer Classification System. (Cited in figs 2-1 and 3-1.)

AR 611-112

Manual of Warrant Officer Military Occupational Specialties. (Cited in figs 2-1 and 3-1.)

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in figs 2-1 and 3-1.)

AR 614-200

Selection of Enlisted Soldiers for Training and Assignment. (Cited in para 2-2b(2).)

AR 621-1

Training of Military Personnel at Civilian Institutions. (Cited in Para 3-2a.)

AR 621-7

Acceptance of Fellowships, Scholarships or Grants. (Cited in para 3-2a.)

AR 623-105

Officer Evaluation Reporting System. (Cited in paras 1-6a(1)(d), 1-11, 1-13c(1), 1-14, 1-15; 2-1b(1), and fig 2-1.)

AR 623-205

Noncommissioned Officer Evaluation Reporting System. (Cited in paras 1-11, 1-13c(1), 1-14, 1-15, 2-1b(2), 2-8, and fig 2-1.)

AR 635-100

Officer Personnel (Cited in para 2-2a(3)(d).)

AR 640-2-1

Personnel Qualification Records. (Cited in paras 1-8, 3-5a(2), 3-6, 4-3, and figs 2-1, 3-1, 4-1.)

AR 672-5-1

Military Awards. (Cited in para 1-10.)

AR 680-29

Military Personnel—Organization and Type of Transaction Codes. (Cited in figs 2-1, 3-1, 4-1, and app B.)

DA PAM 600-8-2

Standard Installation/Division Personnel System (SIDPERS)
Military Personnel Service Center Level Procedures. (Cited in app B.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AFR 36-10

Officer Personnel—Officer Evaluation System

AFR 39-62

Enlisted Personnel—The Enlisted Evaluation System (EES)

BUPERS 1611.1A

Bureau of Naval Instruction

BUPERS 1616.9

Bureau of Naval Personnel Instruction

BUPERSINST 1616.9

Navy Enlisted Performance Evaluation (Eval) Manual

Section III Prescribed Forms

DA Form 1059

Service School Academic Evaluation Report. (Prescribed in para 1-5a.)

DA 1059-1

Civilian Institution Academic Evaluation Report. (Prescribed in para 1-5b.)

DA 1059-2

Senior Service College Academic Evaluation Report. (Prescribed in para 1-5c.)

Section IV Referenced Forms

AF 475

Educational/Training Report

DA Form 2A

Personnel Qualification Record. Part I—Enlisted

DA Form 2B

Personnel Qualification Record. Part I—Warrant Officer

DA Form 2-1

Personnel Qualification Record —Part II

DA Form 67-8

U.S. Army Officer Evaluation Report

DA Form 201

Military Personnel Records Jacket, U.S. Army

DA Form 2166-7

NCO Evaluation Report

DA Form 4037

Officer Record Brief

Appendix B Preparation and Submission of Academic Evaluation Reports

B-1. General

The following procedures cover the preparation and submission of Academic Evaluation Reports (DA Form 1059, DA Form 1059-1, and DA Form 1059-2) for all Army officer and enlisted personnel. Each procedure applies to a single action official (e.g., Service school/NCO academy commandant, personnel records specialist, etc.) and cites paragraph references from this regulation for more detailed information. Forms applying to these procedures are:

- a. DA Form 1059.
- b. DA Form 1059-1.
- c. DA Form 1059-2.
- d. DA Form 2-1.
- e. DA Form 2B.
- f. DA Form 4037 (Officer Record Brief).

B-2. Category 1—DA Form 1059

a. *Procedure 1.* Service school/NCO academy commandant.

(1) *Step 1.* Complete DA Form 1059 (fig 2-1), items 1 through 12. Items 13-17 will be completed by the designated officials.

(2) *Step 2.* Upon completion of the AER, review the DA Form 1059 for completeness and accuracy. Complete item 18 (enter the PSC code in item 18b of the PSC that services the service school or NCO academy (see AR 680-29, app D, PSC codes)) and make distribution.

(3) *Step 3.* Notify the student's servicing PSC (home station for TDY and return students; gaining PSC for PCS students) of the date the AER was completed and forwarded to HQDA. The notification will also indicate the "From" and "Thru" dates of the report (item 10, DA Form 1059).

b. *Procedure 2.* Personnel records specialist. Upon receipt of notification that AER was submitted by the service school/NCO academy commandant—

(1) Submit necessary SIDPERS transactions to update the SPF (see DA PAM 600-8-2, procedures 2-42, 2-62, and 2-65).

(2) Make appropriate entries in items 6, 17 and 35, DA Form 2-1; Officer Record Brief (ORB); and/or DA Form 2B, as appropriate.

c. *Procedure 3.* Personnel records supervisor. Maintain close supervisory control to ensure required tasks are accomplished in accordance with applicable directives.

B-3. Category 2—DA Form 1059-1

a. *Procedure 1.* Student detachment or installation education service officer. For full-time students (on duty). Complete section I, DA Form 1059-1 (fig 3-1), and forward to the student concerned along with instructions for completion of section II.

b. *Procedure 2.* Personnel records specialists.

(1) *Step 1.* Submit appropriate SIDPERS transactions to update the SPF (see procedures in DA PAM 600-8-2).

(2) *Step 2.* For part-time students (after duty hours). Upon receipt of the AER, accomplish the following:

(a) Review the AER for completeness and item 6 accuracy.

(b) Submit necessary SIDPERS transactions to update the SPF (See DA PAM 600-8-2).

(c) Make distribution of DA Form 1059-1 as follows:

1. For officer and warrant officer personnel—send two copies to Commander, PERSCOM, ATTN: TAPC-OPA-E, Alexandria, VA 22332-0400 with an official transcript of grades attached to the AER; and send one copy to the rated soldier. If the rated officer has departed, mail it to the rated officer's forwarding address or retain the copy until a forwarding address is obtained. If an address is not provided for obtained within 120 days, destroy the individual officer's copy.

2. For enlisted personnel—send two copies to Commander, PERSCOM, ATTN: TAPC-EPT, Alexandria, VA 22332-0400, with an official transcript of grades attached to the AER; and send one copy to the rated soldier. If the rated soldier has departed, mail to the soldier's forwarding address or retain a copy until an address is obtained. If no address is provided or obtained within 120 days, destroy the rated soldier's copy.

B-4. Category 3—DA Form 1059-2

a. *Procedure 1.* Senior service college commandant.

(1) *Step 1.* Complete items 1-12 and review the DA Form 1059-2 for completeness and accuracy after items 13-17 are completed by the preparing officer.

(2) *Step 2.* Notify the student's servicing PSC (e.g., gaining organization's PSC) of the date the AER was completed and forwarded to HQDA. The notification will also indicate the "From" and "Thru" dates of the report (item 9, DA Form 1059-2).

b. *Procedure 2.* Personnel records specialist (PSC). Upon receipt of notification that an AER was submitted by the senior service college commandant—

(1) Submit necessary SIDPERS transactions to update the SPF (see DA PAM 600-8-2, Procedures 2-31 and 2-49).

(2) Make appropriate entries on DA Form 2B and DA Form 4037.

c. *Procedure 3.* Personnel records supervisor. Maintain close supervisory controls to ensure that required tasks are accomplished in accordance with applicable directives.

Glossary

Section 1 Abbreviations

AC Active Component	HQDA Headquarters, Department of the Army	USAR U.S. Army Reserve
ADT active duty for training	IADT initial active duty for training	USAWC U.S. Army War College
AER academic evaluation report	IDT inactive duty training	USAWCCSC U.S. Army War College Corresponding Studies Course
AG adjutant general	IERW Initial Entry Rotary Wing.	USMA United States Military Academy
AIT advanced individual training	IRR Individual Ready Reserve	USAHPSA U.S. Army Health Professional Support Agency
AMEDD Army Medical Department	MOS military occupational specialty	Section II Terms
ANCOC advanced noncommissioned officers' course	MPRJ Military Personnel Records Jacket	None
AOC Army Operations Center	NCO noncommissioned officer	Section III Special Abbreviations and Terms
APFT Army Physical Fitness Test	NCO-ER noncommissioned officer evaluation report	 This section contains no entries.
ARNG Army National Guard	NCOES noncommissioned officer education system	
ARPERCEN U.S. Army Reserve Component Personnel Administration Center	OBC officer basic course	
AT annual training	OER officer evaluation report	
BCT basic combat training	OMPF official military personnel file	
BNCOC Basic Noncommissioned Officer Course	OSUT one station unit training	
BT basic training	OTSG Office of the Surgeon General	
BUPERS Bureau of Naval Personnel Instruction	PERSCOM U.S. Total Army Personnel Command	
CAS3 Combined Arms Service and Staff School	PLDC Primary Leadership Development Course	
CBPO Consolidated Base Personnel Office	PMOS primary military occupational specialty	
CG commanding general	RA Regular Army	
CGSC Command and General Staff College	RC Reserve Component	
DOD Department of Defense	ROTC Reserve Officers' Training Corps	
EAC echelons above corps	SSN social security number	
	TJAG The Judge Advocate General	
	TRADOC U.S. Army Training and Doctrine Command	

Index

Addendum 1-12

Allied Schools, Attendance at 2-9

AMEDD Officers 1-6a(1)(a) and (e), 1-6a(5) 1-6e(2), 3-2a(2)

APFT Fig 2-1, Item 16, Fig 4-1 Item 16

Appeals 1-15

CAS3 1-6a(1)(d)

Commandant Inquiry 1-14

Height/Weight Fig 2-1 Item 16, Fig 4-1 Item 16

Military personnel officer 3-5

NCO-ER 2-1b(2)

Nonrated Periods Fig 2-1 Items 10 and 12, Fig 3-1, Item 9, Fig 4-1 Items 9 and 11

OER 2-1b(1)

Period covered Fig 2-1 Items 10 and 11, Fig 3-1 Items 7 and 8, Fig 4 Items 9 and 10

Preparing Officer Fig 2-1, Item 17, Fig 4-1 item 17

Referred Reports 1-13

Reports, Disposition of 2-2, 2-7, 3-4, 4-2

Reports, Processing—App B

Report, Type

DA Form 1059 1-5a

DA Form 1059-1 1-5b

DA Form 1059-2 1-5c

Responsibilities 1-4

Reviewing Officer Fig 2-1 Item 17, Fig 4-1 item 17

Suspense 2-1a, 4-1a

USAR Evaluations 3-3

Warrant Officer Evaluations 1-6a(1) and (2), Fig 2-1 Items 16f and g

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